

Trinity Lutheran Church  
Owatonna, MN

## Fundraising pre-approval procedures

One of the responsibilities of the Finance Commission is to authorize or decline all requests to approach the congregation for contributions, whether monetary or non-monetary. Therefore, at the direction of the Church Council, the following procedures are being implemented to assure our members that legitimate fundraising is taking place within our congregation at appropriate times and for appropriate reasons.

- The definition of a fundraiser for the purposes of these procedures is: “Any appeal and/or request, whether for donations or the sale/donation of merchandise or services, by any group or commission within Trinity Lutheran Church for the purposes of raising cash/merchandise for that group, commission or any other cause.”
- All fundraisers must be pre-approved by the finance commission at a normally scheduled finance commission meeting prior to the fundraising taking place, any merchandise or services being purchased or any contracts being signed. Any contracts or agreements with vendors must accompany the Fundraising Approval Request Form.
- Those requesting a fundraising approval must submit their request on the Fundraising Approval Request Form available at the Church office. The completed form needs to be turned into the Church Administrator who will bring it to the Finance Commission.
- The Finance Commission will consider all requests based on the following criteria.
  - The Finance Commission will evaluate whether the purpose for the fundraising could be funded in any other way. (An example would be that there may be funds in the Church budget for the purpose, thus eliminating the need for the fundraising activity.)
  - Timing of the fundraising in relation to other fundraising going on at the time of the requested fundraising. The Finance Commission will attempt to limit the number of fundraisers going on at any given time out of respect for the disciples of Trinity Lutheran Church and the effectiveness of the fundraising activity. Every effort will be made to spread out fundraising activities over the course of the year.
  - The Finance Commission will consider the purpose and scope of the fundraising and evaluate the amount of resources required compared to the expected amount to be raised.

The Church Administrator will communicate the decision of the Finance Commission to the requesting group or commission within one week of the action taken by the Finance Commission.